

MEETING MINUTES

February 19, 2010

GOVERNOR'S COMMITTEE FOR THE PURCHASE OF COMMODITIES AND SERVICES FROM THE HANDICAPPED

The meeting was called to order by Chairperson Penney Hall at 9:00 a.m. February 19, 2010 at the F. Ray Power Building, located at the West Virginia Division of Rehabilitation Services' office in Institute, West Virginia.

ATTENDANCE:

Committee: Penney Hall (Chairperson), Jan Smith, Jan Lilly-Stewart, LuAnn Summers, Ron Price, Executive Secretary; Carol Jarrett, Recording Secretary.

WVARF Staff: Greg Raber, Chris Miller, Sherry Briggs, Leona Huffmann

Guest: Bret Preston, DNR, Wildlife Resources Section

MOTION #1

Ms. Lilly-Stewart made a motion to accept the minutes as presented. Ms. Summers seconded. Motion passed.

COMMITTEE CHAIR REPORT:

Ms. Hall reported she is in the process of having the website redesigned by WV Interactive. She said it will be accessible.

EXECUTIVE SECRETARY REPORT:

Mr. Price reported:

\$4,204.79 – Annual Allocation
567.26 – Total Expenses
\$3,637.53 – Balance Remaining FY09

EXECUTIVE DIRECTOR'S REPORT:

Mr. Raber reported the lawsuit regarding the laundry contract between WVARF and the State was settled out of Court, with WVARF and Hancock County remaining as the service providers for linen rentals at Mildred Bateman Hospital. He expressed appreciation to everyone on the committee for their unwavering support and dedication to the program.

He said he has been monitoring all bills that are being introduced during session to insure that nothing is introduced that could hurt the program. Two bills, HB4350 and SB478, have been introduced which affect the role and responsibility of the Purchasing Director. While there is currently nothing in the bills which would specifically impact the program, if the language that

currently reads "The Director **shall** purchase from CRP's..." is changed to "The Director **may** purchase from the CRP's...." then the program again becomes in jeopardy.

He reported a grounds crew started at the main Capitol building in January. Beginning on Monday, February 22, 2010, janitorial and floor care workers will start to work in Building One. He said they were currently measuring and doing new building audits on the entire Capitol Complex. Because of all the renovations that are being performed by the state, they requested this be done for easier billing when agencies are shuffled from building to building. They are breaking those out and working out square footage of each floor.

He reported he and Ms. Briggs will be on the road making site visits so she can be more familiar with her territory. He will also be speaking to a CIVITAN group in Wheeling concerning the State Use Program and its benefits.

Mr. Raber said he and Mr. Miller have been reviewing the budget with the WVARF Finance Committee. They hope to have it finalized within the next couple of months.

He said he and Ms. Hall had been getting calls from CRP's regarding the commodities contract. He asked Mr. Price if he had any updates in relationship to that contract. Mr. Price said he and JoAnn Adkins, Purchasing Senior Buyer, needed to speak with David Tincher, Purchasing Director, about the additional information they had received from WVARF and JCDC regarding the wiping clothes but had not had the opportunity to do so. Once they had met with Mr. Tincher they would be getting back with Mr. Raber.

CONTRACT PRESENTATIONS:

Ms. Hall asked Mr. Preston to address the committee about the stream access sites. Currently WVARF provides grounds maintenance to approximately 100 sites from where people launch boards and/or fish. Mr. Preston said they wanted to continue the contract through 2010. He said the quality of work has been excellent and gives DNR an extra set of eyes in case there is damage to the property or possible illegal activities going on at the sites. The CRP personnel inform the local DNR office when they see something is wrong.

Ms. Briggs presented the recommended fair market price of each site:
For all the sites, except for Kanawha Falls/New River, \$60.29 for the first hour which includes travel time and \$26.29 for each additional hour of service. Total not to exceed \$120,000 for 8 months.

Kanawha Falls/New River, \$66 per hour. Total not to exceed \$20,000 for 8 months.

MOTION #2

Ms. Smith moved to approve the recommend fair market price of the stream access contract. Ms. Lilly-Stewart seconded. Motion passed.

Mr. Raber presented the floor care contract for Building 1 on the Capitol Complex. General Services requested 4 custodians, 4 floor care workers and 1 lead worker/supervisor. The recommended fair market price for the custodians, a ½ time lead worker, uniforms and a criminal background check was \$45,032.68 from February 22 to June 30, 2010.

The recommended fair market price for the floor care workers, a ½ time lead worker, uniforms and a criminal background check was \$39,938.19 from February 22 to June 30, 2010. Mr. Raber explained the floor care workers are paid a little more per hour because of the detail type of work they are doing.

Mr. Raber presented the I-79 South Welcome Center contract. This was one of the rest areas which was rebuilt and is ready to reopen. The contract is for 24 hour, 7 days a week service all year long. The recommended fair market price is \$168,002.60.

MOTION #3

Ms. Smith moved to approve the recommended fair market price. Ms. Summers seconded. Motion passed.

CONTRACT COMPLAINTS:

Ms. Hall reported a question was raised by one of the parents of a child at the Day Care Center regarding whether the custodial staff had background checks. Ms. Hall said she checked with Goodwill and that criminal background checks are done on the employees in that facility.

Ms. Hall said David Oliverio, Director General Services Division, had a complaint from the Economic Development Office in Building 6, 5th floor, regarding the cleanness of the restrooms. Ms. Hall said this issue has been addressed with Goodwill. In addition, WVARF staff will be doing random inspections in the buildings when they are on the Capitol campus.

Mr. Raber said the Department of Environmental Protection complained some time back that the building smelled like fish and thought it was coming from the wax Goodwill was using on the floors. Goodwill changed the wax they were using and the smell reappeared. Eventually it was found the cause of the odor was sewage backup.

Mr. Raber said there was a complaint from the DHHR in Fairmont that the building was not clean and that the restrooms were not getting stocked. Ms. Smith from The Op Shop went over to the building and found it to be clean. She explained the staff thought the janitors should be washing the dishes and some other things that are not in the contract and she explained this to Steve Bevins, the building manager. Also, Mr. Bevins was locking up the toilet paper and paper towels for the restrooms because he thought they were being stolen. The janitorial staff did not have access to the supplies thus could not properly stock the restrooms. This has been taken care of.

FINANCIAL REPORT:

MR. Miller reported the over 60 day's accounts receivables was \$42,664 or 2.76% of the total receivables.

OLD BUSINESS:

Ms. Hall said she had not gotten the Quality Assurance committee together yet.

NEW BUSINESS:

Ms. Hall said that in the 2nd quarter all the CRP's were at or above the 75% ratio.

MOTION #4

Ms. Lilly-Stewart moved to adjourn.